

February 24-25, 2010

MDS-HC Assessment and Care Planning Training

- DATE:** Wednesday, February 24, 2010 & Thursday, February 25, 2010
- TIMES:** 9:00 a.m. – 4:30 p.m. (both days)
- LOCATION:** Bienville Bldg.
628 N. 4th Street
First Floor -
Conference Room 118
Baton Rouge, LA 70802
- Overview:** The Department of Health and Hospitals (DHH), Office of Aging and Adult Services (OAAS) will present a two (2) day training workshop on how to administer the Minimum Data Set-Home Care (MDS-HC) assessment tool, interpretation of MDS-HC data outputs, and development of a person centered plan of care.
AGENDA Overview:
- **Day 1:** MDS-HC Process, Coding Instructions, and Determination of NF Level of Care and Program Eligibility
 - **Day 2:** Plan Of Care (POC) Development using MDS-HC Data, Individual Preferences, Use of Person Centered process, community and natural supports, and RUGs/SHARe to Develop Individualized POC, Development & Use of Task List:
- Who may attend:** *Support Coordinators for OAAS Administered Programs
*Contractor Staff (ACS & CAAA Staff)
*PACE Staff
(*newly hired staff and staff who need remedial training)
- Workshop Fee:** There is no fee for this workshop.
- Training Handouts** Training participants are responsible for downloading their own handouts currently posted on the OAAS website at: www.oaas.dhh.louisiana.gov (see page 2 for detailed instructions)
- Registration:** Registration is on a first-come-first-served basis and will be capped at 25 participants. **REGISTRATION DEADLINE IS: Friday, February 19, 2010 - Registration form follows.**

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Contact: Please email Kelly Kister at: Kelly.kister@LA.GOV if you have any questions regarding this workshop.

Important Training Workshop Information:

- Participants must sign-in between 8:30 & 9:00 a.m. Participants arriving 30 minutes late or more will not be issued a training certificate (**must attend workshop in its entirety**). We strongly urge participants to **read the driving directions to training location and Galvez parking garage location posted on page 3 of this notice, prior to date of training.** Parking Garage in Baton Rouge, LA, **before the day of the training.** This will help ensure your safe and timely arrival.
- Training participants will be required to sign-in at the start of the workshop and again after lunch (both days). Participants who have not signed in both times will **NOT** be issued a training certificate.
- Due to the volume of information that is shared during this training, **your undivided attention is required.** Please make arrangements for other agency staff to take your phone calls during the time you will be participating in this training.
- Training participants are responsible for bringing their own copy of the MDS-HC Manual, and for downloading and printing all workshop handouts located on OAAS website at: www.oaas.dhh.louisiana.gov **Copies of handout materials posted on OAAS website will not be provided at this training.** Follow the steps listed below to open and print MDS-HC handout materials:
 1. Go to OAAS website at: www.oaas.dhh.louisiana.gov
 2. Click on "February 24-25, 2010 MDS-HC Training Workshop" tab located on the right side of your screen;
 3. MDS-HC training Handouts are posted individually. Click on the name of each handout and print **ALL** handouts. **We strongly recommend you organize your training handouts in a binder with tabs for easy access and reference.** Bring all handouts with you to the MDS-HC Training Workshop.
 4. Contact Alicia Smith at (225) 219-9935 no later than Friday, February 19, 2010 if you have problems downloading the handouts.
- You must familiarize yourself with all handout materials **before** you attend this training. As you review training handouts, please make notes regarding questions you may have, or areas you feel warrant further clarification. Be

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- prepared to present your questions during the "Question and Answer" period of the workshop. We look forward to meeting and working with you.

MDS-HC Assessment & Care Planning Training Registration Form
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AGENCY NAME:		
ADDRESS:		
CITY:	ZIP CODE:	
PHONE #:	FAX#:	EMAIL:

Please submit completed registration form to **Kelly Kister** via fax at: (225) 219-0202, no later than **Fri., February 19, 2010**. Once we have received your registration form, you will be **automatically registered** for this training. You will **not** receive a confirmation letter, or be contacted by this office unless we are at capacity.

PARTICIPANT NAME	TITLE
1.	
2.	
3.	
4.	

Directions to Bienville Building: (The following web link contains picture map(s) of our location:
<http://www.dhh.louisiana.gov/Maps.asp?Detail=52>)

From Lafayette

Take I-10 East to Baton Rouge. At I-10 Exit 155B turn onto ramp that merges onto I-110 North. Take the North Street exit on your left. Continue down North Street to Bienville Building at the corner of North and 4th Streets.

From New Orleans

Take I-10 West from New Orleans to Baton Rouge. At I-10/I-110 Exit, merge onto I-110 North. Take the North Street Exit on your left. Continue down North Street to Bienville Building at the corner of North and 4th Streets.

From North Baton Rouge

Take I-110 South. After passing Capitol Access Road exit, take North 9th Street exit. Follow service road alongside Interstate. Turn right on North Street. Continue down North Street to Bienville Building at the corner of North and 4th Streets.

IMPORTANT PARKING INFORMATION:

- Free parking is available at the **Galvez Parking Garage** located across the street from Bienville Bldg. **You must bring parking ticket with you to workshop so we can validate it (write your name on parking ticket).**
- **Directions to Galvez Parking Garage:**
 - From I-110:** Take the North Street Exit off of I-110. North Street is a one-way street heading west toward the Mississippi River. The entrance to the parking garage is located on the left-hand side of North Street between Sixth Street and Fifth Street.
 - South on River Road:** Heading South on River Road, take a left on Main Street. Between Fifth Street and Sixth Street, take a left into parking garage entrance.